

# Test Coordinator Monthly Webinar

October 23, 2019



**RIDE** Rhode Island  
Department  
of Education

# Test Coordinator Monthly Webinars

- **Details:**

- **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
- **WHAT:** As much as possible, webinars will be organized to follow tasks necessary to complete between TC webinars in order to have a successful test administration year.
- **REGISTRATION:** [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)

- **Webinar Calendar (Wednesdays at 10:00am)**

- November 20
- December 18
- January 22



# Agenda for October 23

- **Preparing for 2019-20 State Assessments**
  - Roles and responsibilities
  - Participation in state assessments
  - Assessment Updates
  - Tasks for October - November
- **Preparing for 2018-19 State Assessment Reporting**
  - State Assessments Results Release
  - Webinar Series on State Assessment Results
  - Individual Student Score Reports Calendar



# Preparing for the 2019-20 State Assessments



# Roles and Responsibilities

*RISAP Test Coordinator Handbook (page 8)*

## **District Test Coordinator Responsibilities:**

- **Coordination of test administration across the district**
  - Develop local policies and procedures to maintain test security
  - Ensure school staff have materials and information to successfully fulfill their responsibilities
  - Ensure all staff involved with test administration receive appropriate training
    - Online training modules by themselves are not enough to ensure proper testing procedures are followed.
    - Certification is required for test administrators
  - Ensure that student data delivered to RIDE is accurate and up-to-date
  - Ensure student reports and parent letters are provided to families in a timely manner



# School Test Coordinator Responsibilities

*RISAP Test Coordinator Handbook (page 8)*

- Testing schedule development
- Training schedule for test administrators AND students
- Security protocols, including cell phone policy enforcement
- Order, receive, inventory, distribute, and return test materials
- Report security breaches and/or irregularities
- Communicate information to parents and students about testing
- Ensure accommodations are administered properly and that staff receive proper training
  - Ensure that accommodations are entered into SSD Online (PSAT10 and SAT)
- Ensure accurate and up-to-date student data in the district SIS



# Test Administrator Responsibilities

*RISAP Test Coordinator Handbook (page 9)*

- Attend all training sessions for the tests they will be administering\*
- Read all test administration manuals and accommodations manuals prior to testing
- Follow all test security procedures
- Sign the Test Security Agreements
- Actively supervise the test at all times
- Ensure that any accommodations decisions are made well before testing begins.
- Practice with students receiving accommodations, especially if using any assistive technology or other accommodation delivered online.
- Know how to administer any accommodations students will be using

\*All RISAP tests offer online TA training. We've learned that this is not enough to adequately train TAs. We will be developing an additional presentation for districts and schools to use that explains state policies. This presentation should be used along with the online training modules.



# Who can be a test administrator?

*RISAP Test Coordinator Handbook (page 9)*

- Individuals employed by the LEA as teachers
- LEA and school administrators
- Long-term substitutes
- School psychologists, school social workers, librarians, school guidance counselors, and speech pathologists who hold certifications for their positions
- Teachers employed by the district who hold provisional certificates

**NOTES:** College Board calls test administrators “proctors”. Student teachers **may not** administer state assessments.





# Proctor Responsibilities?

*RISAP Test Coordinator Handbook (page 9)*

- Proctor Responsibilities:
  - Ensuring test security protocols are followed,
  - answering basic test questions,
  - and helping the test administrator monitor the students.
- Who can be a proctor?
  - Must be an employee of the school or LEA.
  - Student teachers may serve as proctors but they cannot administer the test or be alone with the students; the test administrator must be present.
  - Classes larger than 25 students may benefit from having a proctor in addition to the Test Administrator.
    - PSAT10 and SAT have requirements around when and how many monitors are needed based on the number of students being tested.

**NOTE:** College Board calls proctors “monitors”.



# Student Participation in State Assessments

*RISAP Test Coordinator Handbook, page 14*

- **General participation policy:** *All public school students are expected to participate in the state assessments in one of three ways:*
  1. Without accommodations
  2. With accommodations
  3. Alternate assessments (DLM and Alternate ACCESS for Els, as applicable)
- **Public School Students**
- **Students attending outplacement schools**
- **Students who take the alternate assessments**
- **English Learners (including First-Year EL students)**
- **Homeschooled Students**
- **Participating in PSAT10 and SAT School Day**



# Current Grade Level

*RISAP Test Coordinator Handbook, page 14*

- **Current Grade Level** is the grade level recorded in the Enrollment Census by the LEA for this school year. RIDE will register the student for all required tests at this grade level. Testing the student at any grade level other than what is recorded in the Enrollment Census may result in test scores being invalidated. Additionally,
  - **If a student skips a grade level**, the student does not make up tests for the skipped grade level.
  - **If a student is retained**, the student takes the tests for their current grade level again, even if the student took the test the previous year.



# Public School Students

*RISAP Test Coordinator Handbook, page 14*

- Students attending a public, charter, or state-operated school in Rhode Island are expected to participate in the state assessments for their current grade level.
- This includes students in DCYF custody and those who are incarcerated.



# Students Attending Outplacement Schools

- **General Participation Rule applies:** Students are expected to participate in the tests for their current grade level.
- **NOTES:**
  - It is the responsibility of the LEA to ensure that the school understands which tests must be administered to the student and that the student's Enrollment Record is accurate.
  - **Out-of-State Schools:**
    - ONLY the tests given as part of the Rhode Island State Assessment Program can be administered.
    - Tests must be administered within the published testing windows (see [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc) or in the back of this presentation).
      - PSAT/SAT: only the dates published by RIDE will be considered valid for state assessment and accountability purposes.



# Alternate Assessment

- **General Participation Rule applies:** Students are expected to participate in the tests for their current grade level. *It is the responsibility of the sending LEA* to ensure that the school understands which tests must be administered to the student and that the student's Enrollment Record is accurate.
- **NOTES:**
  - No alternate assessment at the 10<sup>th</sup> grade. Students should still be coded in the Special Education Census as taking the alternate assessment.
  - The *IEP Team Eligibility Guidance* document for 2019-20 is posted to [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc).
  - Please make every effort to conclude eligibility meetings on or before March 28, 2020. This gives enough time to register students for DLM and for teachers to get the necessary preparation work done before testing begins in April.



# English Learners

- **General Participation Rule applies:** Students are expected to participate in the tests for their current grade level. *It is the responsibility of the LEA* to ensure that the student's Enrollment and LEP Census information is accurate.

	ELA Test (PSAT10, SAT RICAS, or DLM)	Math Test (PSAT10, SAT RICAS, or DLM)	Science Test (NGSA or DLM Science)
First-Year EL Students (on or after April 1, 2019)	<i>Not Required</i>	Required	Required
All Other EL Students	Required	Required	Required

- **NOTES:**
  - If a First Year EL student would like to take the ELA test, the LEA and school will receive the score in the assessment files and parents will receive a score report. The ELA score **will not** be used for accountability purposes.



# Homeschooled Students

- **Homeschooled students may participate in any of the state assessments for their current grade level if that is included in the student's homeschool plan.**
  - Families must contact the LEA to arrange participation.
  - Students should test with other students at the appropriate school.
  - Registering homeschooled students for tests:
    - RIDE will register for testing.
    - All homeschooled students must have:
      - Active enrollment in Enrollment Census
      - A valid SASID
      - Correct grade level
      - Registered to their LEA's "190 school"
      - Have "H" as their Enrollment Type





# Participation in RI PSAT10 and SAT School Day

- **General Participation Rule applies:** Students are expected to participate in the tests for their current grade level (grade 10 or 11). *It is the responsibility of the LEA* to ensure that the student's Enrollment Census information is accurate.

## NOTES:

- SAT *includes* the ESSAY.
- Scores from any date(s) other than what are published in the *RISAP Test Coordinator Handbook* or the RIDE website are not considered valid for state assessment purposes.
- Students who do not take the PSAT10 or SAT within the test windows the RIDE-posted dates will be considered non-participants for accountability purposes.
- Students who qualify for the DLM alternate assessments do not take the PSAT10. There are no alternate assessments at the 10<sup>th</sup> grade.
- First-Year EL students may want to take the entire PSAT10 or SAT. Please make sure you talk with your EL students before you request a Math-only test for these students. Remember, scores from ELA tests will not be used for accountability purposes, but you will get scores and families will receive score reports.



# Tasks to focus on for October-November

- ✓ Identify which students will participate in which tests and verify their information in the Enrollment, Special Education, and LEP Censuses.
- ✓ Review accommodations for students and ensure that IEPs are updated accordingly
- ✓ Review, or develop, a cell phone policy and ensure that all faculty and students understand it.
- ✓ Complete alternate assessment eligibility decisions by March 28, if possible.
- ✓ School Directory: Please make sure district and school information is kept updated.
- ✓ Training:
  - Register for Test Coordinator Training Workshops
  - Register for the Assessment Results Webinar Series
    - Notify those in your LEA/school about the webinar series
  - Students: Check the assessment-specific web pages for links to practice tests, released items, and practice testlets (DLM).
  - Test Administrators and Proctors: Identify who will be test administrators and who will be proctors



# Training

- Test Coordinator Calendar
  - Dates and registration links in the training calendar: [www.ride.ri.gov/Assessment-Training](http://www.ride.ri.gov/Assessment-Training)
- Training Plan for Test Administrators
  - We are creating a presentation that LEAs can use with test administrators *in addition to* test administrator online modules and other resources.
- Training Plan for Students
  - Technical skills (including computer skills)
  - Familiarity with each test platform they will use
  - Familiarity with item types



# Test Coordinator Training Workshops

Save the Date: Registration links are in the Test Coordinator Calendar

Date	Time	Test
11/5/2019	Implementation Webinar	SAT and PSAT10
11/13/2019	Accommodations and Supports Webinar	SAT and PSAT10
1/28/2020*	9:00 – Noon	SAT and PSAT10
	12:30 – 3:00	NGSA
1/27/2020*	9:00 – Noon	NGSA
	12:30 – 3:00	RICAS
1/29/2020*	9:00 – Noon	NGSA
	12:30 – 3:00	SAT and PSAT10
1/30/2020*	9:00 – Noon	RICAS
	12:30 – 3:00	NGSA

\*All workshops will be held at: *New England Institute of Technology, 1 New England Tech Blvd, Room S330, East Greenwich, RI*



# High Schools: Selecting PSAT10 Test Windows and the Make-Up Day

**April 2020**

- **How many days can a school select for their test window?** You can select as many days as you want to give the PSAT10.
- **Absent students:** If a student is absent on the 20<sup>th</sup>, then is in school on the 21<sup>st</sup>, you can test them on the 21<sup>st</sup> instead of waiting until the make-up day.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		First day you can give the PSAT 10				
	School Vacation Week for most schools					
19	20	21	22	23	24	25
	School A Test Window					
26	27	28	29	30	1	2
	School A Test Window			PSAT10 Make-Up Day		



# NAEP: Updates

- **NAEP 2019 public results release October 30**
  - Access becomes available @midnight
    - <https://www.nationsreportcard.gov>
  - RI results posted on RIDE website @10:00a.m.
    - <https://www.ride.ri.gov/InstructionAssessment/Assessment/NAEPAssessments.aspx>
  - Live results event livestream @1:30 p.m. - 3:30 p.m. Registration is required.
    - <http://cloud.nagb-gov.org/naep-day-livestream-2019>
- **Upcoming International Studies 2020**
  - *PISA - Program for International Student Assessment*
    - March 16–April 24
  - *PIRLS - Progress in International Reading Literacy Study*
    - March 2 – April 10



# DLM: Updates

- **Understanding and Using the DLM Score Reports and Essential Elements**

- WHO: Teachers of students who take the DLM assessments, special education directors, case managers, etc.
- WHEN:
  - Session 1: October 29 (8:30 – 3:00 PM)
  - Session 2: October 30 (8:30 – 3:00 PM)
- WHERE: Sargent Rehabilitation Center, 800 Quaker Lane, East Greenwich, RI
- REGISTRATION: [DLM Score Reports and Essential Elements](#)

- **Teacher Preparation:**

- must have an account in Kite Educator Portal (last year's are still active)
- must have taken the online training course in Moodle **prior** to the workshop date.
  - Rhode Island training document available at [www.ride.ri.gov/dlm](http://www.ride.ri.gov/dlm)
- must have at least one student rostered to them in Kite Educator Portal



# RICAS Update

- **TestNav Assistive Technology Extension Webinar**

- WHAT: Pearson is working on a proof-of-concept for TestNav (for Spring 2021 administration) and would like feedback on the demo from districts and schools that use Co:Writer and Read&Write speech-to-text applications for students who need that accommodation.
- WHO: Special education directors and special educators in LEAs that use Co:Writer and Read&Write
- WHEN: Late Fall 2019

- **If you are interested:**

- Please email [Assessment@ride.ri.gov](mailto:Assessment@ride.ri.gov) with the name(s), role(s), and email address(es) of those who would like to participate in this webinar





# Preparing for 2018-19 State Assessment Reporting

- State Assessment Results Release
- State Assessment Results Webinar Series
- Assessment Data Portal



# State Assessment Results Webinar Series\*

- **Who:** District/school test coordinators, EL and special education directors & teachers, curriculum coordinators, content area teachers.
- **Each webinar will cover the following:**
  - *How did RI do?* A review of state-level results.
  - *What does the test measure?* Description and other test blueprint information.
  - *What do the test results say?* What you need to know to be an expert at understanding the data.
  - *How do we analyze these data?* Examples and ideas for analyzing district and school data.
  - *Resources* to use with educators and parents

Test	Date & Time	Registration
ACCESS for ELLs	Tuesday, November 19 at 10 AM	<a href="#">Results Webinar: ACCESS for ELLs</a>
DLM	Thursday, November 14 at 10 AM	<a href="#">Results Webinar: DLM</a>
RICAS	<b>Thursday, October 24 at 10 AM</b>	<a href="#">Results Webinar: RICAS</a>
NGSA	Tuesday, November 26 at 10 AM	<a href="#">Results Webinar: NGSA</a>



# Calendars

State Assessments; Student Score Reports; Test Coordinator Training



# 2019-2020 State Assessment Calendar

## Grades 3-8

Grades	Test	Test Window Opens	Test Window Closes
K-12	ACCESS	January 6	February 14
1-12	Alternate ACCESS	January 6	February 14
3-8, 11	DLM ELA and Math	April 6	May 22
5, 8, 11	DLM Science	April 6	May 22
3-8	RICAS ELA:		
	paper-based tests*	March 30	May 1
	computer-based tests	March 30	May 1
3-8	RICAS Math:		
	paper-based tests*	April 27	May 22
	computer-based tests	April 27	May 22
5, 8, 11	NGSA Science	April 27	May 29

\*All schools are expected to administer RICAS as a computer-based test. The paper-based test window is only for students who require a paper test as an accommodation.



# 2019-2020 State Assessment Calendar

## Grades 9-12

Grades	Test	Test Window Opens	Test Window Closes
K-12	ACCESS	January 6	February 14
1-12	Alternate ACCESS	January 6	February 14
3-8, 11	DLM ELA and Math	April 6	May 22
5, 8, 11	DLM Science	April 6	May 22
5, 8, 11	NGSA Science	April 27	May 29
10	PSAT 10	April 14	April 30
11	SAT:	<i>School Day:</i>	<i>Make-up Day:</i>
	SAT Option 1	March 25	April 14 or 28*
	SAT Option 2	April 14	April 28

\*Schools select **one** day for make-ups; either April 14 or April 28; schools **may not** conduct make-ups on both days.



# Student Score Reports Calendar

## 2018-19 Testing Year

Test	Date*		
	Paper (mailed)*	Online	Online Location
ACCESS	May 9	May 9	WIDA AMS
DLM	Early September	July 19	Educator Portal
RICAS	<b>October 21</b>	<b>October 22</b>	<b>PearsonAccess<sup>next</sup></b>
PSAT10	N/A	<b>October 10</b>	<b>RI-ADP</b>
SAT	N/A	<b>October 10</b>	<b>RI-ADP</b>
NGSA	<b>TBD</b>	TBD	TBD

*\*Families should receive score reports two months after LEAs receive them. LEAs must ensure that outplacement schools and programs receive copies within **two weeks** of receiving score reports.*

# Assessment Office Contact Information

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